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#### Zoom Q & A

Luis Norda - 2024-01-31 - Zoom



The Q&A feature allows participants to ask questions during a Zoom meeting.

The host and co-host(s) can answer the questions either privately, publicly, or mark them as something to be answered live.

After the meeting has ended, a Q&A report can be generated for further analysis.

Q&A is also available for use in Webinars

## Scheduling a meeting with Q&A

Sign in to the Zoom web portal.

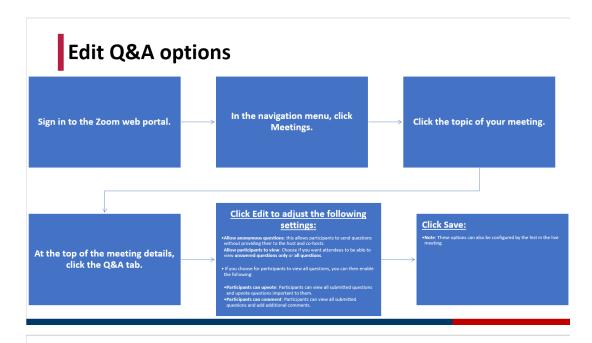
In the navigation menu, click Meetings.

Choose to edit an existing meeting or schedule a new meeting.

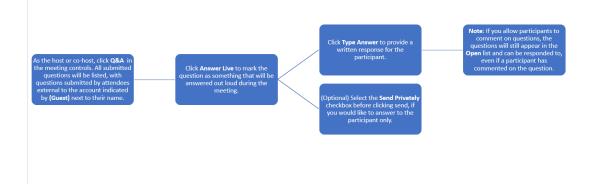
Under Meeting Options, select the check box to enable Q&A.

• Note: If the option is missing, please contact the COM-IT

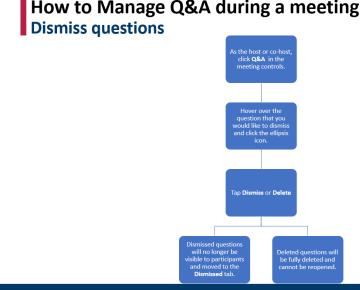
Click **Schedule** 



#### How to Manage Q&A during a meeting: Answer submitted questions



### How to Manage Q&A during a meeting:



# How to Manage Q&A during a meeting: Reopen dismissed questions

